





HURRICANES, TORNADOES AND
EARTHQUAKES, OH MY!

**CREATING YOUR EMERGENCY
PREPAREDNESS PLAN**



ON TODAY'S AGENDA

- ▶ Introduction to Emergencies
- ▶ The Planning Process
- ▶ Risk Assessment
- ▶ Working with First Responders
- ▶ Setting Salvage Priorities





INTRODUCTION TO **EMERGENCIES**



**Emergencies are not a matter of if.
They're a matter of when.**



FLOOD

- ▶ Materials get wet and dirty.
- ▶ Shelving can collapse.
- ▶ Media runs.
- ▶ Floods are a health hazard.



FIRE

- ▶ Fires cause burning, charring, soot and water damage.
- ▶ Fire hoses spray water at 150 psi and 1250 gal/minute.
- ▶ Sprinklers release 15 gallons of water per minute per head.



TORNADO

- ▶ Damage to buildings
- ▶ Damage to collections
- ▶ Flooding
- ▶ May affect entire area



EARTHQUAKE

- ▶ Earthquakes cause walls to crumble, furniture to topple and windows to shatter.
- ▶ Probability in DFW area has increased significantly since 2000s, likely due to fracking.
- ▶ Cannot rule out possibility of major earthquake, although minor more likely.



RULES OF EMERGENCIES

Emergencies happen on weekends and holidays.

Emergencies happen when key staff are on vacation.

Small man-made emergencies are more likely than large natural disasters.



THE EMERGENCY PLANNING PROCESS

- ▶ Establish your team.
- ▶ Assess your risks.
- ▶ Write your plan.
 - ▶ Contacts
 - ▶ Procedures
 - ▶ Salvage priorities
- ▶ Implement and update your plan.



PLANNING OPTIONS

- ▶ dPlan.org
- ▶ Council of State Archivists Pocket Prep
- ▶ Virginia Museum Association Small Museum Disaster Plan Template
- ▶ Many excellent examples online

phones Plan for a	BUILDING UTILITIES	RECOVERY TEAM
DE	Water - Fire Sprinklers [phone number] (phone) Water - Potable [phone number] (phone)	Member 5 [phone number] (phone) [phone number] (phone)
DC	Purifier [phone number] (phone) Electricity [phone number] (phone) Gas [phone number] (phone)	INSTITUTIONAL CONT Director [phone number] (phone) [phone number] (phone)
stical / Ambulance	Telephone [phone number] (phone) Elevators [phone number] (phone) Security System [phone number] (phone)	Assistant Director [phone number] (phone) [phone number] (phone) [phone number] (phone)
ment / Law Enforcement	Fire Suppression (water) [phone number] (phone)	Emergency Manager [phone number] (phone) [phone number] (phone)
AM	RECOVERY TEAM Team Leader [phone number] (phone) [phone number] (phone) [phone number] (phone) [phone number] (phone)	Recovery Services A [phone number] (phone) [phone number] (phone)
[phone number]	Member 1 [phone number] (phone) [phone number] (phone) [phone number] (phone) [phone number] (phone)	Facilities / Building Man [phone number] (phone) [phone number] (phone)
[phone number]	Member 2 [phone number] (phone) [phone number] (phone) [phone number] (phone)	Security [phone number] (phone) [phone number] (phone)
[phone number]	Member 3 [phone number] (phone) [phone number] (phone)	Member 4 [phone number] (phone) [phone number] (phone)



DISASTER PLAN BASICS

- ▶ Keep several copies off site
- ▶ Store in ring binders for easy updating?
 - ▶ Or maybe not
- ▶ Keep with personal crates of disaster supplies
- ▶ Update at least annually







**WHO YOU GONNA
CALL?**

Hint: Not Ghostbusters

EMERGENCY SERVICES

- ▶ First responders
- ▶ City emergency services
- ▶ Security
- ▶ Maintenance and utilities
- ▶ Conservators and specialists
- ▶ Freezers
- ▶ Insurance
- ▶ Architect



DISASTER RECOVERY SERVICES

- ▶ Provide a wide range of recovery services:
 - ▶ Clean up
 - ▶ Freeze drying
 - ▶ Mold remediation
- ▶ Make sure you have a contract!





THE NEXT STEP:
**RISK
ASSESSMENT**



WWW.VICTORIANA.COM

GEOGRAPHICAL RISK ASSESSMENT

What vulnerabilities are associated with your location?



FACILITIES

What vulnerabilities are associated with your building?



INSTITUTIONAL RISK ASSESSMENT

- ▶ What has happened in the past?
- ▶ Can you fix it?
- ▶ Can you prepare for it again?
- ▶ Who has institutional memory?





BEFORE AN EMERGENCY

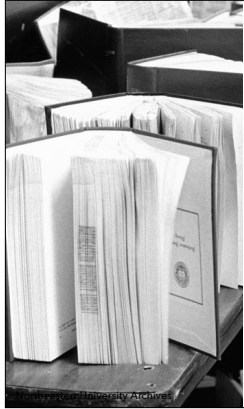
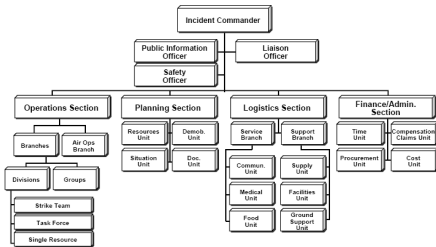
- ▶ Make contact beforehand.
- ▶ Take FEMA Incident Command training (training.fema.gov)
- ▶ Designate one primary contact.
- ▶ Ask for help creating your plan.
- ▶ Invite them for a walkthrough.
- ▶ Consider installing a Knox Box in historic buildings.



DURING AND AFTER AN EMERGENCY

- ▶ The first responders are in charge.
- ▶ Provide any information they request.
- ▶ Respect their orders.
- ▶ Remember: Human life is more important than collections!
- ▶ Invite responders to your debriefing meeting.





WHAT DO YOU SAVE FIRST?

SETTING PRIORITIES



KEY QUESTIONS FOR SETTING SALVAGE PRIORITIES

- ▶ Is it critical for ongoing operations?
- ▶ Can it be replaced?
- ▶ What is the replacement cost?
- ▶ Is it available in another format?
- ▶ Is it available in another collection?
- ▶ What is the value to the collection?
- ▶ Is it particularly vulnerable to water damage?



SALVAGE

- ▶ Air dry or freeze within 48 hours.
- ▶ Use your disaster wheel or the ERS app for quick advice.
- ▶ Keep the Salvage at a Glance chart handy.
- ▶ Practice beforehand.



Material		Priority
Paper Documents & Manuscripts		
Stable media		Freeze or dry
Soluble inks (felt pens, colored pens, ball point pens)		Immediately fr
Maps & Plans		
Stable media		Freeze or dry
Soluble media Maps and plans by photoreproductive processes Blind colored maps		Immediately fr
Drafting lines		Immediately fr
Maps on coated papers		Immediately fr
Books		
Books and pamphlets		Freeze or dry
Leather and vellum bindings		Immediately d books.
Books and periodicals with coated papers		Immediately fr

WANT MORE INFO?

RESOURCES



RESOURCES – THC MUSEUM SERVICES

- ▶ Technical Resources
- ▶ Additional Resources



RESOURCES – ORGANIZATIONS

- ▶ AIC National Heritage Responders
- ▶ FEMA
- ▶ TX-CERA



RESOURCES – WEB SITES AND PUBLICATIONS

- ▶ dPlan.org
- ▶ WAAC Salvage at a Glance
- ▶ National Park Service Conserve-o-Grams
- ▶ AIC's Health and Safety in Emergency Response
- ▶ FEMA Incident Command Training
- ▶ Field Guide to Emergency Response
- ▶ Disaster Wheel/ERS app
- ▶ And so many more!



THANK YOU!

- ▶ Let's stay in touch!
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